

AF Instant Messenger (AFIM)/Chat Rules of Engagement

- AFIM and Chat may be used for official business as well as for quality of life purposes
- Certain precautions must be taken to provide security and privacy of information and users
- Failure to observe these provisions may result in UCMJ or administrative action depending on employee type (military/civilian/contractor) and nature of the offense

Security

- AFIM operates in a manner similar to e-mail and its use shall be consistent with existing e-mail guidelines:

“Air Force members and employees use government communications systems with the understanding that any type of use, authorized or unauthorized, incidental or personal, serves as consent to monitoring.” AFI 33-119
- As with any communication, AFIM users must practice OPSEC
- AFIM traffic is encrypted and, therefore, is isolated from unauthorized users
- AFIM must never be used for transmitting classified information on the NIPRNET
- AFIM may be used to pass sensitive information

Presence

- User's on-line presence by default is visible to other AFIM users to allow instant communication
- Under certain operational and force protection circumstances, this presence information may be an OPSEC liability
- Users may turn off their presence visibility and will do so under local OPSEC guidelines

Using for Official Business

- AFIM/Chat sessions can be official records
- The meeting holder should make it clear at the beginning of the meeting that he/she intends to make an official record of the session and that a log of the transcript will be kept

Privacy

- Disclosure of personal information must have the subject's consent or is provided to someone with an official need to know within DoD consistent with Privacy Act and AFI 33-332 guidance.

Personal Use

- AFIM sessions authorized for personal use shall not be considered official records
- Sending harassing, intimidating, abusive, or offensive material to or about others is strictly prohibited

AFIM Chat Rooms

- Chat room names must be appropriately descriptive and consistent with high professional standards of the AF--inappropriately-named chat rooms will be deleted
- Intentionally or unlawfully misrepresenting your identity of affiliation in chat rooms is prohibited
- Chat rooms idle for 30 days or consistently containing inappropriate content will be deleted